

POSITION SUMMARY

Reporting directly to the Chief Financial Officer, this position is responsible for day-to-day administration of the company's financial resources including accounting, payroll and financial management reporting systems. Under the direction of the Chief Financial Officer participates in the development, implementation, management and evaluation of financial and management accounting systems, government reporting, insurance and budgeting.

KEY RESPONSIBILITIES

Supports attainment of the corporate strategic plan through effective and timely management of financial resources. Manages and oversees accounts receivable, accounts payable and banking. Prepares month end profit/loss statements, invoices, aged account and management reports;

Works with the Director of Operations to develop and disseminate timely and meaningful management reports for analysis and evaluation of site financial performance. Works with the Hospitality Manager to receive and analyse food inventory data. Reconciles data by cost centre and brings significant variances to the attention of the Director of Operations;

With the Human Resource Manager, sources, recommends, implements and evaluates payroll and accounting software systems. Oversees the financial aspects of payroll and prepares a variety of management reports for labour and benefits analysis and statistical reporting;

Is directly responsible for the preparation, update and evaluation of financial policies and procedures. Works with the Director of Operations to prepare financial policies and procedures to guide site financial management practices;

Establishes and monitors tenancy agreements and rent roll administration for sites where inSite holds responsibility for rent collection. Receives information from BC Housing and adjust rent rates annually. Provides direction and support to site leaders on matters related to rent collection and tenancy;

Participates in audit preparation, supports the annual audit process, remits annual audited statements to funding partners in support of contractual compliance; and

Ensures the company complies with all legal and financial requirements. Prepares and remits government filings including tax and payroll remittances, WorkSafe BC assessments and taxes.

ACCOUNTABILITIES AND PERFORMANCE INDICATORS

The Accountant is directly accountable for:

- ▶ Effective stewardship of the company's financial resources including timely collection of receivables, remittances and reporting accuracy;
- ▶ Preparation of accurate and timely financial and management reports in support of efficient financial management
- ▶ Completion and dissemination of monthly site profit and loss statements by the fifteenth of each month
- ▶ Accurate and timely reporting of food inventory data